Task 1 Checklist - Install and use an anti-virus program (the DURCH tests)

Configuration Issue	Check if True
Is an anti-virus program installed on your home computer?	
Do you check files for viruses on demand, such as when you are sending an attachment via email?	
Do you check for new virus signatures daily?	
Is it configured to check every file that gets to your computer (i.e., floppy disks, CD-ROMs, email, and the web)?	
Do you have heuristic tests enabled, if possible?	

Task 2 Worksheet - Keep your system patched (the ABU tests)

Record information about patches for your computer system and programs in the tables below.

Operating System: _____
Patch URL   http://_____
Patch notification _____

Patch ID	Patch Description	Applicable?	Installed?	Breaks …	Undoable?

Word Processor: _____
Patch URL   http://_____
Patch notification _____

Patch ID	Patch Description	Applicable?	Installed?	Breaks …	Undoable?

Browser:

Patch URL http://

Patch notification

Patch ID	Patch Description	Applicable?	Installed?	Breaks …	Undoable?

AntiVirus:

Patch URL http://

Patch notification

Patch ID	Patch Description	Applicable?	Installed?	Breaks …	Undoable?

Firewall:

Patch URL   http://_____

Patch notification   _____

Patch ID	Patch Description	Applicable?	Installed?	Breaks …	Undoable?

Program:

Patch URL   http://_____

Patch notification   _____

Patch ID	Patch Description	Applicable?	Installed?	Breaks …	Undoable?

Program:

Patch URL   http://

Patch notification

Patch ID	Patch Description	Applicable?	Installed?	Breaks …	Undoable?

Program:

Patch URL   http://

Patch notification

Patch ID	Patch Description	Applicable?	Installed?	Breaks …	Undoable?

Program:
Patch URL   http://
Patch notification

Patch ID	Patch Description	Applicable?	Installed?	Breaks …	Undoable?

Program:
Patch URL   http://
Patch notification

Patch ID	Patch Description	Applicable?	Installed?	Breaks …	Undoable?

Task 3 Worksheet - Use care with reading email with attachments (the KRESV tests)

For each email with an attachment that you receive, fill in a row in the table.

Email Address	Know Sender?	Received Before?	Email Expected?	Make Sense?	Infected with Virus?

Task 4 Worksheet - Install and use a firewall program (the PLAT tests)

Firewall vendor   _____

Vendor URL   _____

Program	Location Address(es)	Location Port	Allowed?	Temporary?

Task 5 Worksheet - Make backups of important files and folders (the FOMS questions)

- What media do you use for backups? _____

- How often do you make backups
  (daily, weekly, bi-weekly, monthly)? _____

- Where do you store your backups? _____

- List the files you back up.

_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
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Task 6 Worksheet - Use strong passwords (the SUPR tests)

For each account you have, fill in a line in the following table. (Note: Do not record your passwords anywhere in this table – or elsewhere.)

Account name	Strong – uses all available rules	Unrelated to other passwords?	Practical – can you remember it?	Recently Changed?

Task 7 Worksheet - Use care when downloading and installing programs (the DCAL tests)

For each application you download from the Internet, fill in a row in the table.

Application	Where from	Does …	Changes …	Author Information	Other users' comments

Task 8 Worksheet - Install and use a hardware firewall

Vendor's name

Patches URL   http://

Fill in the table as you add rules to your hardware firewall rule set.

Location Address	Location Port	Allowed or Denied

Task 9 Worksheet - Use ACLs (the WAF tests)

For each file or folder that needs its ACLs adjusted, record the appropriate information below

Who needs access?	What type of access?	File/Folder name

Encryption software vendor's name _____

Patches URL   http://_____

List the files and folders that you encrypt.

_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
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_____   _____